



JOB DESCRIPTION

Title: **SENIOR LIBRARIAN**
Department: Library
Class Code: 2750
FLSA Status: Exempt
Effective Date: July 1, 2000 (Rev 07/2008)
Grade Number: 22

GENERAL PURPOSE

Reports to the Library Director, but performs duties with minimal supervision. As a member of the Library Management Team, this position is responsible for the design, development, and direction of a specific library division service or operation. Provides direct public service or technical operations support, develops a segment of the collection, and directs support staff in the achievement of service goals. May supervise subordinates or assist the Library Director in the supervision of staff; including selection, training, and performance evaluation.

EXAMPLE OF DUTIES

- Responsible for one of the following library service divisions: Reference Services, Processing Services, Children's Services, Acquisitions and Cataloging Services, or Network Services.
- *-- Identifies and proposes service division goals and objectives.
- *-- Recommends methods to promote services, which may include programming, maintenance of a web site, the production of brochures and other printed guides, library tours, school visits, or other community relations strategies.
- *-- Establishes division priorities and procedures and determines workflow.
- *-- Provides information and reference service using print and online sources. Assists staff and public in the understanding and use of these sources.
- *-- Provides readers advisory service, recommending authors and considering reading levels.
- *-- Recommends materials selection policies and requests materials budget allocation needed to achieve service division goals and objectives.
- *-- Selects, reviews, weeds, and may also catalog, a segment of the materials collection.

- *-- Schedules division staff, assigns duties or oversees the activities of support staff.
- *-- Uses the performance appraisal system to evaluate subordinates.
- Maintains professional skills by attending workshops and conferences, establishing a network of professional colleagues and reading journals.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

- This position either supervises or directs the duties of Librarians, para-professionals, or other support staff to assure high quality division service, to include serving as a mentor to entry level and part time professional and para-professional staff.

MINIMUM QUALIFICATIONS

Education and Experience

- Completion of a Master's Degree in Library Science and three (3) years of post degree professional library experience or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Public library or supervisory experience is preferred.

Special Requirements

- Must be adaptable to changing work hours and willing to work evenings and Saturdays.

Necessary Knowledge, Skills and Abilities

- Substantial knowledge of the principles and practices of library science including reference techniques and question negotiation, collection development, readers advisement, and cataloging and classification.
- General knowledge of public service management theory and practice of, including the preeminence of customer satisfaction, strategic planning using goals and objectives, staff development and supervision methods, time management, organizational skills, and promotion and marketing techniques.
- Substantial knowledge of the provision of library services to specialized patron groups, such as children, student, adult independent learners, recreational readers, and unsophisticated or non-users.
- Considerable knowledge of computer and network applications to library services.

- Superior human relations and communications skills.
- Ability to plan, organize, perform, and evaluate work assignments with initiative and judgement, independently or with minimal supervision.
- Ability to establish and maintain effective and productive working relationships with co-workers and the public.

TOOLS & EQUIPMENT USED

- Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job